

# Newsletter 1

Monday 17th September 2018

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## Welcome Back

We would like to welcome our returning children and their families back to the Care & Learning Centre. We hope you have had a lovely summer and enjoyed the sunshine. Please encourage your children to tell us about what they have been doing during the holiday period.

We would also like to welcome our new children and families to the setting. We look forward to meeting you all and working with you.

There have been a few changes to the daily running and routines over the summer. Please do not hesitate to ask a member of staff if there is anything you are unclear about.

## Staff

We are pleased to welcome Miss Mappledoran and Miss Waring to our staff team. They will be based in Room 1, and work across Breakfast Club, After School Club and Holiday Club.

## Mobile Phones & Photography

For Safeguarding reasons please note that:

No photography is allowed in the setting unless permission has been granted.

If you would like to take a photograph of your child please speak to a member of staff.

No use of phones whilst in the building, dropping off/collecting children.



## Contact Details

If any of your contact details have changed details over the summer holiday period please let us know by completing a 'change of details' slip which can be picked up from the leaflet rack in the entrance hall; alternatively you can inform us by letter or email [clcoffice@monkfieldpark.cambs.sch.uk](mailto:clcoffice@monkfieldpark.cambs.sch.uk)

This allows us to keep your child's records up to date and able to contact you in case of an emergency.

## Children's Work

During their time with us your child will experience lots of different activities, some of which can't be taken home but may be photographed and added to your child's 'Learning Journey'.

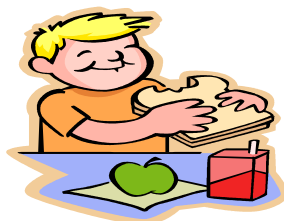
Paintings, drawings etc. can go home and each room has a 'going home box' where such work is placed when finished. Please remember to check the box with your child when you collect them for any work they may have done.

Children learn from the experience of activities such as mixing paint and therefore the process involved is much more important than the end product.



### Packed Lunches

If your child brings a packed lunch please ensure this is nut-free. We are unable to heat or re-heat food sent in from home for your child to eat. Fruit, milk and water are all provided during pre-school sessions.



### Absences

If your child is going to be absent from the Care and Learning Centre or arriving late please inform us by 9.30am. If we have not heard from you by this time and your child should be attending we will contact you to find out the reason for their absence.

If your child has a hot meal from the school kitchen the cost of this can be credited and the meal cancelled, but only if we are informed by this time.

### Payment of Fees



Please make sure that fees are paid at the beginning of each week (or month for monthly accounts), and are in a named, sealed envelope. Invoices are sent electronically. There is a penalty for late payment, details of which may be found in our Terms and Condition. If you would like a copy of our current Terms and Conditions please ask at the office.



***Cheques to be made payable to Monkfield Park Primary School.***

**Cash payments will be counted by the staff member and placed into a named envelope. When making any payment you will be asked to sign the log confirming you have handed a payment in.**

### Collection of Children

Please ensure that you collect your child on time from the Care & Learning Centre. We open the door at 11.55am at the end of the morning pre-school session and 2.55pm in the afternoon.

Parent/Carers of children who are collected late will be asked to sign the 'late collection' book. Parents/Carers of children who attend extended hours sessions and are collected late will be asked to sign the 'late collection' book and charged a late pick-up fee (as detailed in our Terms & Conditions – copies available upon request).

Please remember to inform us if anyone different will be collecting your child, as we will not allow children to leave the Care and Learning Centre with someone we are not expecting.

**No-one under the age of 16 will be allowed to collect a child from a pre-school session.**

If someone different will be picking your child up regularly please put this in writing, and they will be added to our Authorised Collection List.

Thank you.

### Wanted!!!



If you have any unwanted I.C.T toys we would welcome any donations to use in our 2 year old room.

Please hand any donations in at the office.

Thank you.

